



ADMINISTRATION AND
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE
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MAR 31 2010

MEMORANDUM FOR ADMINISTRATIVE ASSISTANT TO THE SECRETARY
OF THE AIR FORCE

SUBJECT: Charter Renewals

The charters for the following advisory committees sponsored by the Secretary of the Air Force are approved for renewal:

- U.S. Air Force Scientific Advisory Board
- Air University Board of Visitors

The Advisory Committee Management Officer (ACMO) and the Office of General Counsel are in the final stages of reviewing and completing the charters. In addition, the ACMO will publish a Federal Register notice announcing the Department's intention to renew the committees' charters.

As the DoD Sponsor for these Advisory Committees, the Secretary of the Air Force is responsible for:

- (a) Ensuring that the Committee's Designated Federal Officer (DFO) attends all the meetings;
- (b) Ensuring that the DFO and the Committee fully comply with all appropriate federal statutes and regulations, to include DoD Instruction 5105.04;
- (c) Providing adequate support to the Committee and its membership;
- (d) Ensuring that the Committee members are appointed according to DoD policy, and that they do not serve on the Committee until all personnel and ethics paperwork has been processed by the appropriate offices;
- (e) Ensuring that the Committee's membership is not unduly or inappropriately influenced by federal employees or any special interest; and
- (f) Monitoring the implementation status of any recommendation adopted by the Department of Defense or the Congress, and ensuring that this information is available for future inquiries.

If you should have any questions, please contact me or my ACMO, Frank Wilson, at (703) 601-6100.

Michael L. Rhodes
Director